

**For:** FSA National Office and RMA Employees (Except Kansas City)

**FY 2002 Annual Performance Appraisals for  
FSA National Office and RMA Employees Under Pass/Fail Rating System**

**Approved by:** Acting Deputy Administrator, Management

*Dennis J. Taitano*

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**1 Annual Performance Appraisals**

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**A**

**Purpose**

This notice:

- provides employees and supervisors with information needed to **communicate** and submit the annual performance appraisal for the rating period ending September 30, 2002, by **October 31, 2002**
- reminds employees and supervisors that an employee must serve under elements and standards in the current position for **90 calendar days** or more before supervisors complete the employee's performance appraisal.

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**B**

**Departure or  
Interim Ratings**

When a position or supervisory change occurs, take action according to the following.

**Supervisory Change:** Each individual who supervised an employee for 90 calendar days or more during the appraisal period should **discuss** the performance with the employee, prepare feedback comments and forward them to the current rating official.

**Position and Supervisory Change:** When an employee who has occupied a position for at least 90 calendar days leaves that position, the supervisor/rating official should **discuss** and prepare feedback comments on the employee's performance and forward them to the new supervisor/rating official.

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**Disposal Date**

March 1, 2003

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**Distribution**

All FSA National Office and RMA Employees  
(except Kansas City)

## 1 Overview (Continued)

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### B

#### Departure or Interim Ratings (Continued)

**Position Change Without a Supervisory Change:** When an employee changes position, but retains the same supervisor (such as, the employee was promoted or reassigned within the same organization), the supervisor should **discuss** and prepare written documentation of the employee's performance in the previous position. This information must be considered in the employee's rating of record in the previous position.

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### C

#### Rating Requirements

To be rated, an employee must have:

- elements and standards established on AD-2000
- been under signed elements and standards for at least 90 calendar days.

**Note:** If the employee disagrees with elements and standards and refuses to sign them, the supervisor should note this in the employee's signature block on AD-2000.

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### D

#### Filing Grievances

Nonbargaining unit employees must grieve their performance appraisals under the Agency grievance procedure. Bargaining unit employees must use the negotiated grievance procedure.

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### E

#### Contacts

If there are questions about rating employees, supervisors may contact HRD, Performance Management, Benefits, and Awards Branch (PMBAB) at 202-418-8973 or TTY 202-418-9116.

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## 2 Supervisor Action

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### A Reviewing Performance

Supervisors shall review employee performance by:

- ensuring that the employee has served under elements and standards in his/her current position for **90 calendar days** or more
- comparing the employee's performance of each element with the standards established on AD-2000
- if necessary, obtaining written documentation of the employee's performance under a previous position if:
  - the employee is on detail for 120 calendar days or more
  - a change in supervisor occurs and the employee works under a new supervisor for 90 calendar days or more
  - the employee changes positions and serves in the new position for 90 calendar days or more
  - the employee transfers outside FFAS.

**Note:** The former supervisor should provide a copy of the interim rating to the employee's new supervisor. See subparagraph 1 B.

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## 2 Supervisor Action (Continued)

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### B

#### Conducting the Appraisal Meeting

Supervisors shall:

- schedule a formal appraisal meeting with the employee several days in advance

**Note:** Allow uninterrupted time for meaningful discussions.

- **communicate** and encourage a 2-way dialogue with the employee to discuss:
    - any followup from the progress reviews
    - how well the performance objectives and standards were met
    - **specific** accomplishments since the mid-year review
    - areas that need improvement or problems
    - the employee's feelings, reactions, and feedback
    - the elements and standards for FY 2003
    - FY 2003 Individual Development Plan (IDP).
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### C

#### Providing Additional Documentation

Under the 2-level appraisal system, provide written comments **if** an employee receives a "Results Not Achieved" performance rating.

**Note:** The documentation shall be attached to AD-2000 and must be signed by the rating official and the reviewing official before employee signs.

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### 3 Completing AD-2000

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#### A Supervisor and Employee Action

Supervisors and employees shall ensure that:

- at least 2 performance reviews are held and documented
  - the employee's performance rating is completed by evaluating and documenting the employee's actual accomplishments, then determining a summary level of "Results Achieved" or "Results Not Achieved"
  - supervisors should check appropriate box on AD-2000, Part III
  - AD-2000 contains required signatures and dates in blocks 9 and 10.
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#### A Distributing AD-2000

Supervisors shall distribute completed performance appraisals according to this table.

Step	Action
1	Forward the original, completed copies of AD-2000 to HRD, PMBAB STOP 0595 by October 31, 2002.
2	Provide the employee with a copy of AD-2000.
3	Retain a copy of AD-2000 for the supervisor's file.

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